

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **DEPUTY CITY CLERK**

DEPARTMENT: **CITY CLERK'S OFFICE**

BASIC FUNCTION:

Under general supervision of the Assistant City Clerk, to perform a variety of responsible secretarial, technical and responsible duties in support of the City Clerk's Office; to assist in the day to day functions of the department; and to perform other related work. A person in this position has the ability to perform the full range of duties assigned; assists in the preparation, custody, reservation, and distribution of official city documents and records; prepares agenda and supporting material for City Council meetings; attends and take minutes at public meetings in the absence or at the direction of the Assistant City Clerk; responds to public and staff inquiries regarding public records, policies, procedures, assists the Assistant City Clerk in the election process; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

Functions may include, but are not limited to the following: obtain necessary signatures; maintain computerized applications and system to index, store, retrieve, and destroy records and documents, research a variety of legal and administrative issues and prepare recommendations to the City Clerk and Assistant City Clerk; attend and participate in department staff meetings, city staff meetings and training sessions, professional group meetings, and conferences; stay abreast of new trends and innovations in assigned area of responsibility; perform related work as required.

KEY RESPONSIBILITIES:

Answer inquiries requiring an understanding of the application of policies, rules and regulations.

Assist with the preparation, assembly of City Council agenda packets; coordinate with departmental representatives to assure that agenda items are received by the appropriate deadline and in appropriate format; post and distribute notices; read, interpret and apply laws, rules and directions related to state and Federal election law, the Political Reform Act, the Public Records Act, the Maddy Act, the Brown Act, and local ordinances.

Attend meetings of the City Council and other public meetings as directed, and provide an accurate transcript of the proceedings in accordance with established policies and procedures; provide verbatim transcripts of portions of the proceedings when required; process resolutions and ordinances approved at City Council meetings; review for

accuracy, completeness and direction, and respond to public/staff inquiries concerning those meetings.

Prepare, distribute, and manage the codification of the Municipal Code.

Assist with implementation of the Records Management Program, including the filing, coding, indexing and distribution of documents; and coordinating the storage, archiving and destruction of records.

Maintain the roster and membership status of the City's boards, commissions, and committees; monitor board, commission, committee member recruitment vacancies; prepare and submit related reports to the Mayor and Council; procedural processes and ethics; update the Board and Commission Handbook; assist in maintaining official City documents and records including board, commission, committee minutes; committee application forms and other correspondence.

Assist the Assistant City Clerk in the administration of City elections by direction which may include pre-election support and functions including ordering candidate forms and materials, assembling packets and instructions to candidates and verifying residency and candidate requirements; providing information to candidates and the public on election and candidacy requirements and procedures.

Assist in the planning and conducting of municipal elections and other legal requirements of the department; process Charter amendments; assist with Political Reform Act Filings (e.g. statements of economic interests, campaign statements); responding to inquiries by filers; reviewing forms for completeness when filed; and processing necessary amendments/corrections with filers.

Process requests for bond reductions/releases from other departments, reviewing records on file to verify accuracy. Comply with the local, State and Federal Laws regarding release of retention and bonds.

Process administrative contracts/agreements for approval and signatures in accordance with established procedures.

Assist in coordination of advertising, including preparation of legal notices ensuring timely publication and review of invoices for accuracy, and placement of notices in designated locations.

Prepare Foreign Residence Certificates for residents.

Maintain City Clerk's Office information and pages on website.

Prepare and track recorded documents and Mylar maps for recordation.

Assist in the preparation of departmental budget; monitor expenditures and accounts payable functions.

Type, edit and proofread a variety of letters, reports, forms, notices and other correspondence for grammatical and procedural accuracy.

Train other office staff on City Clerk's Office procedures, and policies as directed to support succession plan. This may also include the coordination and supervision of volunteers.

Assist in the development of goals, objectives, policies, and procedures in the City Clerk's Office, participate in recommending departmental and organizational changes. Assist in the preparation and maintenance of the office procedure manual.

May be directed to conduct and/or participate in special projects which may include research, writing reports, and full participation and open communication with other city staff during process. Coordination of work and updates will be regularly provided to the Assistant City Clerk as directed.

Provide back-up support and oversight of the front desk in reception area of the City Manager's Office, as needed.

Provide vacation and temporary relief as required in the City Clerk's Office. May act as Notary Public if commissioned.

May serve as Acting City Clerk when so designated.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Legal requirements of a City Clerk's Office

City ordinances and laws, governmental organization, rules and regulations

Principles and practices of municipal government administration

Modern office practices and procedures, computer equipment and software applications related to assignment

Microcomputer systems and software applications, e.g., word processing, spreadsheet or database management as required by job assignment

Applicable federal, state and municipal election laws

The Brown Act

The Maddy Act

Fair Political Reform Act reporting requirements

Spelling, grammar and punctuation

Principles and practices of customer service and records management methods

Ability to:

Demonstrate and foster excellent customer service

Understand, interpret, and explain laws, regulations, policies and procedures

Maintain complex records including filing, storage, retrieval and disposal of comments

Take and transcribe accurate minutes

Keyboard at a speed necessary for successful job performance

Work cooperatively and establish effective relations with others

Communicate clearly, both orally and in writing

Analyze data and prepare reports

Work independently with minimal supervision or review of completed work

Use both discretion and confidentiality to uphold the principles, duties and ethics of the City Clerk's Office

Maintain effective working relationships with those contacted in the course of work

Follow and comply with written and oral instructions

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Equivalent to completion of the twelfth grade or GED preferably supplemented by courses or training in areas related to the functions of the department such as specialized business courses, computer software for word processing, spreadsheet or database management, and customer service; and

Five (5) years progressively responsible clerical or secretarial functions, including administrative and technical duties related to the work of a City Clerk's Office. Specific experience working in a City Clerk's Office environment is highly desirable.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; kneel, crouch; and lift up to 30 pounds. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret narrative and statistical data, information and documents; analyze and solve problems; use reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, technical vendors and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: 1/28/2014